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ABSTRACT

A project was conducted to accomplish the following objectives: (1) to provide a pilot program in the Monroe County (Indiana) Public Library where low-income or unemployed adults can find non-biased, non-stereotyped vocational information, guidance, and referral in the areas of job training, job opportunities, required skills, job descriptions, employment outlooks, and related concerns; (2) to encourage these adults, particularly minorities and the disadvantaged, to utilize the service; and (3) to provide librarians with the vocational materials and interpersonal and professional skills necessary to serve these adults. First, a survey was conducted to develop a profile of the Monroe County adult vocational information seeker as to age, sex, education, and other individual characteristics. Next, commercial and non-commercial bibliographic materials were identified along with community educational, industrial, and government personnel who could serve as human resources. An implementation guide was developed (see CE 024 846) and an in-service workshop was provided for participating librarians and community personnel. A summative evaluation of the project products were well done and appropriate for their intended audience. User satisfaction, based on a limited sample (N=26), was reported high. (Author/BM)

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Final Report

Project No. 498AH70321
Grant No. G00103001

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LIBRARY INFORMATION FOR VOCATIONAL EDUCATION SYSTEM

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Office of Education

Occupational and Adult Education Branch

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Monroe County United Ministries
827 W. 14th St.
P.O. Box 863
339-3429

Suburban Kiwanis Club of B'ton
P.O. Box 461
339-8508

Downtown Kiwanis Club
4080 W. 3rd St.
339-8260

Adult Learning Service
(Continuing Studies)

Community Council of Churches

Bloomington Chamber of Commerce

PROJECT ABSTRACT

PROJECT NUMBER: GRANT NUMBER: G007703001

PROJECT TITLE: Library Information for Vocational Education Systems (LIVES)

PRINCIPLE INVESTIGATOR: Dr. Marianne H. Mitchell
Indiana University

GRANT PERIOD: October 1, 1977 to March 31, 1979

FUNDING LEVEL: Federal: $41,000 Local: $16,145 Total: $57,145

OBJECTIVES OR PURPOSES:

To provide a pilot program in the Monroe County public library where low-income or unemployed adults, both men and women, can find non-biased, non-stereotyped vocational information, guidance, and referral in the areas of job training, job opportunities, required skills, job descriptions, employment outlooks, and related concerns. To encourage these adults, particularly minorities and the disadvantaged, to utilize the service, and to provide librarians with the vocational materials and interpersonal and professional skills necessary to serve these adults.

PROCEDURES:

1. Conduct a limited community survey to profile the Monroe County adult vocational information seeker as to age, sex, education, and other individual characteristics.

2. A survey was undertaken to identify appropriate commercial and non-commercial bibliographic materials.

3. A survey to identify community educational, industrial, and government personnel as a human resource and referral file conducted.

4. A series of consultation conferences will result in the compilation of a LIVES IMPLEMENTATION GUIDE.

5. An in-service workshop was to provide participating librarians and community personnel with a general orientation to LIVES goals, and to acquaint participants with some of the interpersonal communication skills necessary in dealing effectively with the adult vocational information seeker.

I. INTRODUCTION

INTRODUCTION

The need for vocational information, guidance, and referral is recognized as a necessity in planning for entry or career change in the world of work. In this planning, however, adults and out-of-school youth have generally been neglected. Studies in recent years by the Department of Labor pointed out that knowledge of the world of work gained through occupational information is of value in entering and progressing through the various occupations. For example, those adults who exhibited more occupational information were more likely to have been employed full time, were more likely to have been employed in white collar occupations and have a higher hourly rate of pay. Other studies by the Department of Labor indicated difficulties with the adult worker re-entering the world of work or changing careers. Married women, for example, upon re-entering the world of work generally move downward occupationally from the jobs they held preciously. Thus, in a society where the changing of careers is an accepted phenomenon of the world of work, the number of adults seeking assistance in career planning and their subsequent need for career and vocational guidance is greatly increasing. Yet a review of commercial and government resources available to adults indicates that there is little information available and few community based centers to provide it. The purpose of this project was to develop a pilot program utilizing a public library as a community based center where low-income or unemployed adults, particularly the disadvantaged and minorities, can find non-biased, non-stereotyped vocational information, guidance and referral in the areas of job training, job opportunities, required skills, job descriptions, employment outlooks, and related concerns. This report describes this effort.

II. LITERATURE AND RESEARCH REVIEW

LITERATURE REVIEW

Recently, an article in Mechanix Illustrated suggested that persons interested in vocational information should "read it at the library." For those who find this suggestion surprising, it should be pointed out that libraries and vocational education have been partners for a long time. In fact, as pointed out by the distinguished adult educator Malcom Knowles in the Handbook of Adult Education In The United States (1960), one of the first vocational information centers in America was the Mechanics' Apprentices Library in Boston which opened both its doors and its collections to the technical needs of young artisans and mercantile workers in the year 1820.

But even though libraries and vocational education got together early, several things happened to discourage the relationship:

1) The advent of a free postal system brought newspapers, magazines, books and other printed information into the home as well as the library. Later, radio and television provided additional non-print information.
2) Vocational education went "out-of-style" with many Americans. It was considered a last resort for those too limited to go to college.

Today, however, the times have changed at least with regard to the image of vocational education. As Joseph Cronin, the Illinois State Superintendent of Education points out,

> "The days when the sign said 'Vocational Education' and the arrow pointed to the basement are over. Voc ed isn't for dummies and dropouts anymore."

The re-emergence of vocational education as a viable and respectable route to career choice, however, has been highlighted by one notable deficiency - adequate adult information. The paucity of adult vocational counseling and guidance has been documented by the American Vocational Journal (2/75):

> "Studies show that lack of information about changes in the labor market on the part of both low-income adults and the educators who serve them discourages aspirations for continued education and risk-taking in searching for employment."

The same conclusion was suggested in the final report of a USOE study entitled "Knowledge/Information-Poor in America (1975):

> "With few exceptions it is conceded or assumed that the disadvantaged adult suffers from a lack of job information and that this in turn hinders his efforts at job seeking. In one of the rare studies of affective behavioral change resulting from information . . . (it was) concluded that increased job seeking activity and to greater success at actually securing a job."

Lowell Burkett, Editor-in-Chief of American Vocational Journal, reports that the concept of vocational education is, of necessity, expanding to include a new and major trend towards increased adult counseling. He predicts that "this trend will continue and educators will place increased emphasis on career guidance and exploration."

But what do we do? How do we, as educators, establish a "vocational education connection" between adults and career alternatives? Again, the American Vocational Journal (5/75), attempted to put the matter in perspective:

> "Because vocational development theories have concentrated on pre-adolescence and adolescence, and have neglected adulthood--particularly middle age--we are left with a vacuum in career counseling for adults. A beginning must be made. The concerns of adults will push us to devise a career development delivery system for adults through community-based settings . . ."

It is, perhaps, at this point that we again turn to history for a reassessment of the role between libraries and vocational education - more specifically, information about adult vocational education and job opportunities. Is it not true that general adult vocational information found in newspapers and magazines is not sufficient to provide the answers, options, and alternatives necessary for a good career decision? Indeed, is it not true that relevant

adult vocational information might best be located in a highly specialized subject collection - the kind of collection, for instance, available only in a public library?

In his book The New Librarianship: A Challenge for Change (1972), Paul Wasserman suggests that:

> "If client need runs to specialized programs or the counsel of experts, or to the provision of informational or advisory assistance in resolving occupational, social, or economic problems, such problems are conceived to be within the framework of the advocacy responsibility of the librarian."

Continuing the same conceptual argument, Adult Leadership (4/73). states:

> "The library is not solely a building housing materials collections. It is an institution which is alive and interested in continuing education. Libraries have traditionally served a middle class population, but are increasingly interested in serving disadvantaged adults. Thus the library is in the process of developing objectives which are in many ways complementary to those of adult education . . . since libraries and adult education share common objectives, they have a common responsibility for coordination of services."

That a library's responsibility might include resolution of a client's occupational, social, or economic problems - that libraries in general share a common responsibility with adult education in the provision and coordination of services - are more than laudable theories. They are, although embryonic, already practice. As reported by American Libraries (2/75), libraries and adult education have joined forces to challenge new thresholds nation-wide. For example, the Tulsa City-County Library System decided to include services for anyone interested in any type of personal improvement education. Additionally, Tulsa explored the possibility of introducing independent study into the Tulsa County Jail. Since the inception of the pilot program, Tulsa has recognized unmet needs in the areas of avocational counseling, guidance, and tutorial services for adults.

The St. Louis Public Library (1975) became the first library to become a CLEP (College-Level Examination Program) Testing Center and to offer test preparation workshops in cooperation with Forest Park Community College. St. Louis is now working with adults in other areas of learning and has engaged, for the first time in its history, an advertising agency to promote library services. The library is also cooperating with the St. Louis Adult Education Council and with the Higher Education Coordinating Council of Metropolitan St. Louis on areas of mutual interest and to avoid duplication of services.

The Atlanta Public Library's independent learning program began in September, 1974, and by the middle of October had over 40 people pursuing self-directed learning projects, including preparation for various examinations and improvement of vocational skills. The library conducted a publicity campaign to launch the pilot project, which included television, radio and newspaper ads as well as talks by library staff to local community groups.

One focus of the Portland Public Library is in solving personal life problems such as child rearing, financial crisis, and family living. They are also interested in adult learning projects for women, the unemployed, the underemployed, the aging, and handicapped. Additionally, they are incorporating the concepts of independent learning into the building program for the new central library. Barbara D. Smith, assistant director of the Portland Library, has pointed out that, "One of the best features of this is that we hope to give friendly encouragement to those who wish to learn more, no matter what level of education they are at or how they want to develop their skill or professional ability."

In conclusion, as this literature review documents, adults are in need of community based vocational guidance and referral centers; and, through a variety

of related and ongoing adult education programs, public libraries are proving they have the potential to provide these centers. In the words of Malcolm Knowles as quoted by American Education (2/76):

> "The new emphasis on non-traditional study will reconstitute the library as the people's university, with librarians replacing teachers and serving as resource managers and learning consultants. I foresee the time when there won't be adult educators as we know them. We adult educators will all be more like librarians. I perceive the time when the difference between our two professions will disappear; there won't be a graduate school of library science and graduate program of adult higher education. But there will be a learning consultant profession, or something of that sort."

NEED AND PROBLEM

> "The men and women breadwinners of America are not isolated individuals but a pivot on which the whole health of our community depends. A man with a decent job is a provider for his children and a model for their behavior. He is the support of his aging parents and a force for stability in his neighborhood and city. Clean and safe streets, decent housing, adequate medical care and even racial peace are all goals that can only come from a base of stable jobs."
>
> Coretta King (Newsweek 8/76)

It was not difficult to document the need and problem which generated this proposal to test the utilization of a public library as a vocational guidance and referral center for adults. The statistics speak loudly and disturbingly.

Nationally, according to Statistical Abstract of the United States, there are over 50 million Americans aged 25 and up, with less than a high school diploma. Many of these are low-income or unemployed adults who aspire to some kind of vocational training. Unfortunately, they have no place to go to get the facts.

A four-year USOE study released in 1975 identified 23 million Americans aged 16 and up as functionally illiterate. Many of these people would like to explore vocational alternatives but they are unable to find the information they need in a format they can understand (i.e. audio-visual.)

In addition, every year 2.5 million young people leave the U.S. educational system with no planned career or few-if-any marketable skills. Many of these young adults must receive some kind of vocational training or face unemployment. They too, have no place to go to get accurate information.

To delineate the need and problem at the state level, in Indiana alone there are over 140 thousand young adults (between 16 and 24 years of age) who are not enrolled in school and do not have a high school diploma.

Unquestionably, the majority of these young adults would benefit from vocational training. According to the Indiana Employment Security Division, Indiana unemployment was higher in 1975 than any time since 1958. The seasonally adjusted unemployment rate was higher than the national rate. Particularly hard-hit were out-of-school youth and young adults. The teen-age unemployment rate was 18% overall and 34% for minority teenagers. Since 80% of all available jobs now require vocational or technical rather than academic training, and since continuing high unemployment indicates persons possessing this training are not available, or if available, are not knowledgeable concerning job opportunities, the need for more information in this area is obvious.

Some agencies do provide this information, but they do not reach the target population. According to the Report of the Indiana State Advisory Council for Vocational Education, "An effective vocational education data system has been implemented for all educational agencies operating approved vocational programs which will provide an accurate information base."

In other words, those educational agencies operating approved vocational programs (i.e., Vincinnes University, Indiana Vocational Technical College, Area Vocational High Schools) provide vocational information. Unfortunately, it is provided to students, not out-of-school youth or adults. The problem as reported by the Indiana State Plan for Vocational Education, is that "... "...large numbers of adults and out-of-school youth continue to be outside the educational occupational mainstream of our society..."

In a speech presented to Indiana's annual Vocational Education Conference, 8/11/76, Don Gentry, Executive Officer/State Director Vocational Education commented:

"Although over 47 thousand adults in Indiana were served by Vocational Education last year, the number of adults who want and could benefit from some kind of vocational training is almost unlimited. With this large population to be served comes an even greater need for coordination."

It was then, in answer to the vocational needs of out-of-school youth and adults in Indiana, and to augment the coordination effort requested by State Vocational Director, Don Gentry, that the Indiana University Institute for Research and Development in Guidance proposed this pilot project utilizing the Monroe County Public Library System as a community based center for adult vocational guidance and referral.

In addition to serving one of the largest population of any public library system in the state (85,000 persons) the selection of the Monroe County Public Library System as the proposed pilot agency results from a combination of socio-economic factors identifying the Monroe County area as a priority area in need of adult vocational guidance and referral services. Briefly, these factors include:

1) Monroe County was the fastest growing county in Indiana during the last decade, and now has over 60 diversified industries offering a variety of skilled and semi-skilled job opportunities for persons with vocational/technical background. Hundreds of persons lack the training to take advantage of these opportunities.
2) In addition to private and government vocational training programs, Monroe County is the site of several State Vocational Technical College (IVTC) programs, and the site of a state Area Vocational High School. Each of these institutions offers adult vocational courses although enrollments fall far short of the number of persons who could benefit from this training.

3) According to the U.S. Census Bureau over 36,000 persons in Monroe County over 24 do not have a high school diploma and are not presently enrolled in school. A great number of these young adults have low incomes or are unemployed due to lack of job information and/or lack of vocational skills.

4) According to the U.S. Census Bureau there are approximately 10,000 persons in Monroe County who live below the poverty level. Many of these persons suffer deprivation because of inadequate job information and/or lack of vocational training.

5) Projecting the ratio of the USOE's study of "functionally illiterate" as a percent of the adult population not having a high school diploma, it may be estimated that somewhere between 15 and 17 thousand of those Monroe County residents not having a high school diploma are "functionally illiterate." Without a community based center providing audio or audio-visual materials as proposed by this project, these people have limited access to vocational information in a format they can comprehend.

6) In a 1976 monograph entitled Instructional Materials-Litmus Test of Career Education, P. Kenneth Komoski found racial-bias, sexual bias and sexual stereotyping the rule rather than the exception. He reported the following results from an analysis of a guide for career education materials:

> "... detailed analyses of 100 materials randomly selected from the 700-odd textbooks, filmstrips, films, multi-media kits, noncommercial products, and products under development included in the guide found a 5 to 2 ratio of men to women presented in the work force... Moreover, an exhaustive analysis of the illustrations in these randomly selected materials pictured twice as many men as women, 68 percent and 32 percent, respectively, with only 8 percent of the men and 4 percent of the women nonwhite."

Applying the results of this study locally where 48 percent of the labor force is female, it becomes apparent that the Monroe County adult vocational information seeker is in need of a community based setting where informational materials, both print and non-print, are not only available, but have been selected and/or originated to eliminate all aspects of sexual and racial discrimination.

IV. OBJECTIVES

OBJECTIVES

Based on the previously stated need and in response to 1977 priority areas of the USOE, the objectives of this project were as follows:

1) To develop a LIVES Implementation Guide with input from consultants in Librarianship, Vocational Counseling, and Adult Education. The LIVES Implementation Guide is basically a tool for use by any public library. Depending upon the particular library, facilities, community factors, and other local conditions, individual libraries will use the guide to develop their own plan.

   a) The guide will include a recommended bibliography of commercial adult vocational materials, print and non-print, free of racial, sexual, or any other form of discrimination.

   b) Alternative plans on how to bring these multi-media materials together from two aspects:

      1) In a meaningful vocational exploration system (e.g., USOE Career Clusters, Worker Traits, D.O.T. classifications, or some other workable system).

      2) In a consistent and workable cataloging and classification system to help technical service librarians come up with some adaptation of the Dewey Decimal or Library of Congress Classifications Systems which presently lack detailed subdivisions for forms of audio-visual materials.

   c) Methods for identifying and utilizing local Monroe County community agencies, and industrial and educational personnel as a human resource file may provide, in addition to printed information, audio or audio-visual information on local vocational training, job opportunities, required skills, job descriptions, employment outlooks, referral sources and related concerns. Such a human

resource file should consist of persons selected with regard to an equitable proportion of sexual and racial mix, and should preclude sex role stereotyping or any form of job discrimination.

d) Plans and alternatives for physically creating a LIVES center (furnishing, physical layout, location in library, and other considerations).

e) Various strategies (e.g. newsletters, public service announcements, promotional brochures) on how, when and where to recruit the adult vocational information seeker to visit and utilize the LIVES CENTER. Historically, these persons are non-library patrons.

2) To conduct a limited profile study of the Monroe County adult vocational information seeker as to age, sex, education, and related individual characteristics. The results of this demographic study will be a major factor in determining recruitment strategy, selection of material, and other appropriate aspects of the final LIVES IMPLEMENTATION PLAN.

3) To conduct a five-day in-service workshop for participating Monroe County librarians, vocational counselors, and adult educators to develop a "team oriented" LIVES IMPLEMENTATION PLAN and to acquaint participants with specific skills including:

a) How to communicate effectively with the adult vocational information seeker.

b) How to contact and effectively communicate with resource people such as career speakers, community leaders in business, education, industry, and Armed Services representatives. (Including suggested methods for creating effective videotape presentations utilizing resource people.

c) How to plan and implement vocational orientation and other programs utilizing resource people.

d) How to administer and interpret vocational interest surveys.

e) How to recruit adult vocational information seekers to utilize the LIVES CENTER.

f) How to create and maintain adult vocational information displays and newsletters.

4) Upon completion of objectives 1, 2, and 3, to initiate a final LIVES IMPLEMENTATION PLAN constructed by workshop participants. The sequence of implementation will be as follows:

a) Workshop-recommended adult vocational materials will be pulled from the existing Monroe County Public Library collection and additional free or commercial materials acquired.

b) An appropriate local human resource and referral file will be created. This will be preceded by the acquisition of media-materials as recommended by the Final Plan.

c) Materials will be cataloged and classified utilizing the workshop-recommended Dewey Decimal, Library of Congress, Eric Descriptor, or other classification system.

d) A plan will be recommended for the physical assembling, furnishing and equipping of LIVES CENTERS.

e) A workshop-recommended plan for the arranging of materials in a systematic order for vocational exploration will also be prepared.

5) To evaluate the effectiveness and community impact of utilizing a major public library as a community-based vocational information center for adults. (Evaluation will be an ongoing process throughout the project).

6) Based on the evaluation results, to revise where appropriate, the LIVES IMPLEMENTATION GUIDE and make copies available, along with an abstract of the Project Final Report, to interested public libraries in Indiana and other agencies, organizations, and institutions.

7) To compile a Project Final Report and distribute copies to the Department of Health, Education, and Welfare; Bureau of Occupational and Adult Education; the Indiana State Library; and the Indiana State Board of Vocational-Technical Education.

V. PROCEDURES AND RESULTS

PLAN OF OPERATION

In order to achieve the objectives as previously indicated, the following procedural steps were undertaken.

1) A limited community survey was conducted to profile the Monroe County adult vocational information seeker as to age, sex, education and other individual characteristics. These specific demographic findings were considered in developing the final Implementation Plan for such activities as recruitment and materials acquisition. The data and their source are as follows:

a) The Indiana State Employment Security Division (ESD) serves Monroe County (Bloomington, Ellettsville, Smithville, Steinsville) and Bedford and Spencer. The estimated population of the above areas is approximately 87,000 people.

The ESD maintains an annual report of the number of people who have applied for jobs through their office. This tally of the total number of job applicants is broadly divided into subsections such as age range, sex, educational status range, ethnic groups veterans, and handicapped. There are no crosstabulations of these subsections. Therefore to ascertain the number of vocational seekers who would be between 16-36 years of age, and who would have less than a high school education, subtraction, elimination and some systematic inferences (guessing) was used.

The Annual Register that covers the fiscal period, October 1, 1977 to July 31, 1978 was used to derive the following figures:

The total number of applicants served for the 1977-1978 fiscal year was 7352. This number includes age range from less than 20--over 65; educational level from 0--over 12; veterans; handicapped; and several ethnic groups.

Applicants less than 16 years old to 39 years old totaled 6542. Therefore approximately 88% of the people who applied for jobs at the ESD are between 16--36 (Target population).

Approximately 2323 people had less than a high school degree which is about 31% of the total number of people who have applied for jobs through ESD.

Approximately 51% of the applicants were male, and 48% were female. About 58% were urban residence and 41% were rural About 95% of the applicants were white, 3.5% were Black, and .9% were various other ethnic groups.

b) The Human Resources Department conducted a needs assessment of the City of Bloomington plus a 2 mile planning fringe area. The population of this area is approximately 49,000 people.

During the Summer, 1978, the Human Resources Department sampled 611 persons from this area.

According to the survey, 28 people between the ages of 18-44 had less than a high school education. This is about 4% of the total sample.

According to sex, 35 males and 62 females had less than a high school education. This is a total of 97 which is about 15% of the total sample.

According to marital status (single, married, widowed, divorced, separated) 95 people have less than a high school education. This is roughly about 15% of the total population sampled.

According to income, 48 people make approximately $6,000 with less than a high school education. These people comprise about 7.8% of the sample. Note, $6,000 was at one time the demarcation line to denote poverty.

2) A national survey was undertaken to identify appropriate commercial and non-commerical bibliographic materials. A brief sample of materials which are included in the bibliography resulting from this survey include:

Career books
Choosing and planning careers
Getting and holding a job
How to improve your skills on your job
How to go about changing jobs or careers
Apprenticeships
How to pass the GED
How to pass the Civil Service Exam
Opportunities in the Armed Services
Small Business Administration
How to start your own business
Careers for the handicapped adult
Careers for the disadvantaged adult
Careers for women
Job opportunities for minorities
Employment outlook, trends, and prospects
State Employment Office
Private employment services
How to have an effective job interview
How to fill out a job application
How to write a good resume

The details of this bibliography are provided in that section (p.50-66)

3) A survey to identify community educational, industrial, and government personnel as a human resource and referral file was conducted. Staff members and consultants identified that the best procedure for approaching and gaining the support of persons to become human resources for vocational information seekers was to work thru the Bloomington Chamber of Commerce.

The greater Bloomington Chamber of Commerce, Inc. publishes and distributes a small pamphlet entitled, Status, Bloomington, Social and Economic Trends. This pamphlet list the major employers in Bloomington and also gives a brief synopsis regarding applying for jobs in the Bloomington area.

From this listing major employers in Bloomington, were chosen for interviews. The employing sources selected (Cook, Inc.; Otis Elevator; RCA; and Indiana University) were very cooperative to give of their time to discuss training and employing opportunities at their respective companies. (It should be noted that discussing employment practices with any company is a very delicate issue. Questions that commonly occurred that were not necessarily germane to the topic of vocational information were affirmative action, equal rights for minorities, inflation, cutbacks, layoffs, etc., etc., etc. However, inspite of philosophical differences and the basic uneasiness of being "interrogated", all companies interviewed were taped.)

To summarize the overall interview, all companies at present are not actively participating in vocational training for anyone outside of their companies. But on the job training/upgrading is provided for current employees. In additon, all companies, except Indiana University are not hiring large numbers of unskilled, semi-skilled, or marginally skilled labors. In fact, RCA has cutback drastically on the number of employees and Otis Elevator is only hiring very skilled technicians.

Each company was asked to "pretend" they were currently and actively seeking employees and then follow-through as if they would interview the applicant. This information is provided on tape. (A tape outline was provided for each company representative to ensure structure and uniformity among companies, see Appendix A.)

4) Simultaneously with procedural steps 1-3, extensive reviews of related research and publications were conducted utilizing the Indiana University ERIC Probe System.

5) A series of consultation conferences resulted in the compilation of a preliminary LIVES IMPLEMENTATION GUIDE. These conferences utilized the expertise of consultants from the areas of Librarianship, Vocational and Adult Education.

6) Additionally, a bibliography of appropriate free and/or commercially published adult vocational materials was prepared.

7) Additional conferences explored alternatives for best organizing materials for career exploration. Several organizational systems were considered based upon

   a) USOE Career Clusters

   b) Dictionary of Occupational Titles

   c) Worker Traits

   d) Dewey Decimal Classification System

8) The next step of the overall design was to conduct an in-service training workshop to provide participating librarians and community personnel with a general orientation to the project's goals, and to acquaint participants with some of the interpersonal communication skills necessary in dealing effectively with the adult vocational information seeker. Workshop participants were assigned the task of developing an implementation plan. Details of this workshop were as follows:

a) Selection of the reference librarians who participated in the workshop were made by the library administration. The eight participants included a racial and sexual mix so that adult vocational information seekers would be free to deal with persons with whom they can relate.

b) The pre-training workshop focused upon communicating within the organizational context of the Monroe County Public Library System. Communication skills covered in pre-workshop training included paraphrasing; responding alternatively to feeling, ideas, and attitudes; listening empathically; asserting oneself; expressing emotions; giving and receiving effective feedback; and responding to nonverbal behavior. An orientation covering LIVES goals and objectives also preceded the workshop. Utilizing resource people and consultants, there was also a review of other ongoing and/or successful library-adult education programs.

9) The workshop itself was conducted over a two day period. The agenda for this workshop was as follows: (See next page)

JOB SEARCH WORKSHOP

May 1 - 2

AGENDA

May 1

7:00 - 7:30pm	Overview of Job Search
7:30 - 9:00pm	Handouts Discussion of content, examples of questions library patrons might ask.
9:00 - 9:30pm	Tapes and related charts Group will listen to two tapes and discuss charts
9:30 - 10:00pm	Job Search usage process

May 2

1:00 - 2:15pm	Implementation Guide for a Job Search Program Discussion and suggestions for content of the guide (The group will review a working draft of the guide. Suggestions made during the workshop will be included in the final draft. This guide will be sent to all public libraries in the state.)
2:15 - 2:30pm	Break (To welcome business and social service agency representatives)
2:30 - 4:00pm	Introduction to Job Search for representatives Discussion of the referral process: 1) from social service agencies to Job Search; 2) from Job Search to business and industry.
4:30 - 5:30pm	Abbreviated session for volunteers and other library staff who could not attend Tuesday night session.

10) The project evaluation plan was designed to provide for

1) continuous, on-going review of the project's progress towards its germinal goals and

2) Terminal or summative evaluations

Drs. Ronald D. Baker and J. Craig Brubaker were the on-going evaluation consultants, assisted in mid-point and terminal evaluation by other special consultants.

The on-going evaluation utilized a procedural rating scale in which each procedure was evaluated in terms of three criteria. These criteria were a) achieved desired outcome; b) outcome was efficiently achieved; c) outcome was economically achieved. The evaluation for each of these criteria was designated by a five-point scale ranging from one, lowest level, to five, highest level. Additionally, project management and efficiency was evaluated on a monthly basis using the same five-point scale. The outcomes of these two evaluations may be noted in Tables 1 and 2. (See pages 24-26)

TABLE 1 - PROJECT EVALUATION PLAN: PART I

Procedural Step	Evaluative Criteria		
	achieved desired outcome	outcome was efficiently achieved	outcome was economically achieved
1. A limited community survey to profile the Monroe County Adult vocational information seeker as to age, sex, education, and other individual characteristics.	4	4	4
2. A national survey was undertaken to identify appropriate commercial and non-commercial bibliographic materials.	4	3	5
3. A survey to identify community educational, industrial, and government personnel as a human resource and referral file was conducted. Staff members identified the best procedures for approaching and gaining the support of persons who may agree to become human resources for vocational information seekers.	4	3	4
4. Extensive reviews of related research and publications were conducted utilizing the Indiana University ERIC Probe System.	5	5	5
5. A series of consultation conferences resulted in the compilation of a preliminary Lives Implementation Guide. These conferences will utilize the expertise of consultants from the areas of Librarionship, vocational counseling and adult education.	3	4	5

6. These conferences explored alternatives for best organizing materials for career exploration.	5	5	5
7. An inservice workshop was conducted to provide participating librarians and community personnel with a general orientation to LIVES goals, and to acquaint participants with some of the interpersonal communication skills necessary in dealing effectively with the adult vocational information seeker.	5	5	5
8. A revised Lives Implementation Guide was assembled with continued input from librarians, vocational counselors and adult educators.	5	5	5

Evaluative Scale

5 - highest level possible

4 - above average

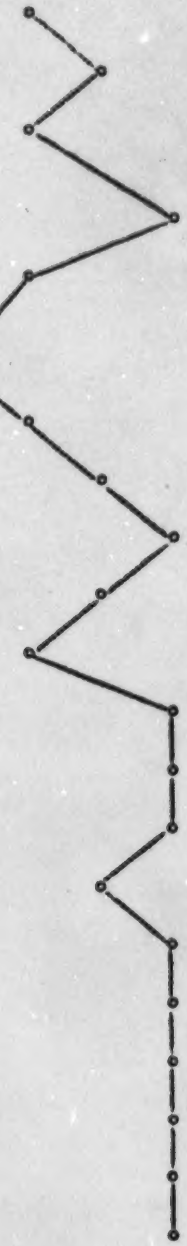
3 - acceptable

2 - questionable or marginal

1 - lowest level

TABLE 2 - PROJECT MANAGEMENT EVALUATION

Time Period	Evaluation Scale 1 2 3 4 5	Comments
Oct '77		Project initiated
Nov		
Dec		Some changes in project personnel.
Jan '78		
Feb		University closed due to coal shortage.
Mar		" "
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		
Jan '79		
Feb		
Mar		
Apr		
May		
Jun		



The project evaluators noted that several unusual circumstances effected the projects normal progress at times. The severe winter and energy crisis in the early months of 1978 resulted in the unanticipated closing of Indiana University for a period of one month and extreme limitations on use of its facilities (i.e. little or no heat) for an additional month. This created delays for certain project activities until the summer months when they could not be conveniently executed, thus creating some further delays. The project evaluators feel that the project staff coped with these conditions as well as could be expected although project progress was due to circumstances beyond their control, limited during this period.

The summative evaluation of the project led to the following conclusions.

1) The stated objectives of the project were achieved.
2) The project was well administered and managed.
3) Fiscal accountability was evident.
4) The procedures, as modified, were appropriate for the efficient achievement of the project goals.
5) The project products were well done and appropriate for their intended user audience.
6) The project workshop was well organized and productive. Participants were satisfied with the results.
7) The "LIVES CENTER" was established.
8) Changes in the behavior of individuals utilizing the projects products could be more effectively evaluated in longitudinal follow-up studies. While user satisfaction, based on a limited

sample (N=26) was reported high, project staff agreed with the evaluation team that while utilization and user satisfaction were significant, the long-term changes, which could not be measured by this project, would also be significant.

Overall, the project was of high quality and presented an innovative and effective means of conveying career information and assistance to adult users, especially the unemployed and economically disadvantaged.

11) Project Final Report was distributed to public libraries in Indiana and other interested agencies, organizations, and institutions. Copies of the complete Project Final Report has also been distributed to the Bureau of Occupational and Adult Education; the Indiana State Library; and the Indiana State Board of Vocational-Technical Education.

Multiple copies of the final LIVES IMPLEMENTATION GUIDE have been prepared for distribution, along with an abstract of the final report. Distribution is being made to public libraries in Indiana and other interested agencies and organizations.

Copies of the PROJECT FINAL REPORT have also been distributed to the Indiana State Library and the State Board of Vocational-Technical Education.

To further publicize the project and its results at the state and national levels, staff members have and will continue to make presentations at state and national professional conferences (e.g. APGA, NVGA, AVA, ALA). Articles will be prepared for submission to appropriate publications.

VI. CONCLUSIONS AND RECOMMENDATION

VI. Conclusions and Recommendations

A. Introduction

The need for vocational information, guidance, and referral is recognized as a necessity in planning for entry or career change in the world of work. In this planning, however, adults and out-of-school youth have generally been neglected. Recent studies by the Department of Labor pointed out that knowledge of the world of work gained through occupational information is of value in entering in and progressing through the various occupations. For example, those adults who exhibited more occupational information were more likely to have been employed full time, were more likely to have been employed in white collar occupations and have a higher hourly rate of pay. Other studies by the Department of Labor have indicated difficulties with the adult worker re-entering the world of work or changing careers. Married women, for example, upon re-entering the world of work generally move downward occupationally from the jobs they held previously. In a society where the changing of careers is an accepted phenomenon of the world of work, the number of adults seeking assistance in career planning and their subsequent need for career and vocational guidance is greatly increasing. Yet a review of commercial and government resources available to adults indicates that there is little information available and few community-based centers to provide it. The purpose of this project was to develop a pilot program utilizing a public library as a community based center where low-income or unemployed adults, particularly the disadvantaged and minorities, can find non-biased, non-stereotyped vocational information, about job training, job opportunities, required skills, job descriptions, employment outlooks, and related concerns.

B. Conclusions.

The project staff and consultants wish to present the following conclusions based on their experiences in this study.

1. The Monroe County area, typical of fast growing areas in the United States, has a great number of adults who could benefit from some form of vocational guidance, information, or referral. There are, for example, 36,000 persons in Monroe County aged 24 or older who do not have a high school diploma. An estimated 15,000-17,000 of these people fall into that class of persons identified by a 1975 USOE study as "functionally illiterate." Many of these people are low-income and/or unemployed.
2. Such populations can be provided with a community based center offering of vocational materials and guidance that they can both understand and use in accessable locations.
3. Public libraries are both a logical and suitable institution for this type of adult service.
4. Employers in Bloomington-like communities are willing and cooperative in information providing activities which they perceive of as designed to enhance the manpower pool available to their businesses.
5. Public libraries are open to suggestions and considerations in implementing programs such as the LIVES project which may bring new and increased patronage to their facility.
6. Those unemployed adults who in theory could most benefit from the study of career opportunity information as a group are least likely to voluntarily seek this type of assistance. Projects of the type described herein are therefore helpful.

7. The personnel described in previous statement 6 are also reluctant to approach what they perceive as institutions of learning, including public libraries. There must, therefore, be a concerted public information effort with a special dependence on radio to reach these unemployed career information seekers.

C. Recommendations.

The project staff and consultants respectively submit the following recommendations:

1. It is recommended that this project be duplicated on an experimental basis in a variety of other environmental settings, i.e., rural, inner-city, etc.
2. It is also recommended that funding be provided for a national conference for librarians, Chamber of Commerce Personnel, government employment office personnel, and counselor trainers as teams representing various community settings such a conference would review the LIVES project and plan similar programs for their respective communities.
3. Finally, it is recommended that a study be funded to seek out and identify other innovative approaches for providing career information and assistance to other adult and disadvantaged career information seekers.

VII. Personnel

Director

The director of this project was Dr. Marianne H. Mitchell, Professor of Education, Indiana University. Dr. Mitchell has directed previous funded studies including "A Comparison of the Effectiveness of Pupil Personnel Services in Selected School Systems in the United States and the British Isles," and the "Comparison of Guidance Activities in Selected Foreign Countries with the United States," and has co-directed or served as a research associate on projects comparing vocational problems of secondary school youth; follow-up studies of able secondary school leavers; comparative studies of academic achievement in the United States and the British Isles. Her most recent publications are The Counselor and Sexuality (Houghton Mifflin, 1973) and the co-authored Development and Management of School Guidance Programs (W.C. Brown, 1973). Dr. Mitchell has had extensive consulting experience with special expertise in the area of career decision-making and training for adolescent girls and attitudes of adolescent girls towards programs of vocational education. Project Responsibilities: Overall organization, direction and management of project. Workshop organization and direction.

Associate Project Director

Associate project director was Dr. Robert L. Gibson, Professor of Education, Indiana University. His past experiences included the directing of funded studies investigating school dropouts including a project (funded by Ford Foundation) focused upon a follow-up study of gifted secondary school leavers (1965-1967) and a study sponsored by the North Central Association of Colleges and Schools investigation "dropouts from post-secondary educational programs."

In addition, he has directed a study comparing the educational problems of vocational students and vocational schools in the United States and the British Isles (United States Office of Education, 1968-1970) which indicated the priority concern in both countries was with student motivation and retention. Dr. Gibson's other experiences include the directing of two other funded studies comparing the academic achievement of elementary and secondary age school students in the United States and the British Isles (United States Office of Education, 1962-1968) and the recently completed survey of successful practices in placement and follow-up in secondary and post-secondary vocational programs (funded, State of Indiana). In addition, Dr. Gibson has directed or participated in various investigations in the areas of career development and vocational guidance. He has also published extensively in these areas with his most recent textbook publications being Career Development in the Elementary School (Merrill and Company, 1972) and Guiding Human Development (Wadsworth-Jones, 1970).

Project Responsibilities: Participation in project data collection, organization and interpretation of data for workshop utilization.

Project Associate

Project associate was Dr. Rex Stockton, Associate Professor of Education, Indiana University. Dr. Stockton has worked actively in research and project activities for several years. He was Associate Director of the METRO project a research study funded by the U.S. Department of Labor) in 1970-1972. He directed a competency-based instructional development project in 1973-1974 funded by the U.S. Office of Education and is currently directing a study, "Analysis of Factors in Experiential Small Group Development," to be concluded this spring. This project was funded by a Grant-in-Aid for Research, Indiana University.

He has been a member of the Higher Education Advisory Committee to the Indiana State Board of Vocational-Technical Education, a consultant for regional and national offices of the U.S. Departments of Labor and Education, and consultant to the National Science Foundation. Prior to higher education, Dr. Stockton's experience was as a secondary school teacher and counselor. He has authored numerous research reports and journal articles.

Project Responsibilities: Participation in project data collection, organization and interpretation of data for workshop utilization.

Project Evaluators

External project evaluators were Dr. Ron Baker, RJF Associates, Bloomington, Indiana and Mr. Craig Brubaker, Developmental Training Center, Bloomington, Indiana.

Project Responsibilities: Conducted continuous on-going evaluation of the projects progress, also provided an evaluation of the project as to the achievement of its objectives.

In addition to the above previously noted project participants (detailed vitas are provided in Appendixes) the following consultants made valuable contributions to the effectiveness of the project: Tom Sweeney, Professor of Education, Indiana University; Marie Shafe, Assistant Professor, Rolands University; Marion Armstrong, Assistant Professor, Graduate Library School, Indiana University; and Robert Trinkle, Monroe County Public Library.

In addition, William Zerface and Stuart Benton Provided valuable organization assistance in the early stages of the project. The research assistants for this project were: Ms. Darlene Gerster, Morag Harris, Cherryetta Williams, Jan Hezel and Diane Breedon.

The contributions of the many business, industrial, education and government leaders of the Bloomington area is also acknowledged.

Vitae Section was removed because it contained confidential information.

MANUFACTURERS & INDUSTRIES

in the BLOOMINGTON area

KEY TO NUMBER OF EMPLOYEES

A - Under 8	F - 250 to 500
B - 8 to 25	G - 500 to 1,000
C - 25 to 50	H - 1,000 to 2,500
D - 50 to 100	I - 2,500 to 5,000
E - 100 to 250	J - More than 5,000

X - No recent report

COMPANY - ADDRESS PHONE	EXECUTIVES	PRODUCTS
A-1 BEVERAGE CO., INC. (B)		
663 North Morton Street Telephone: 332-6338	Clyde Fiscus, pres. John Rabold, sec./treas.	Beer
ARA SERVICE OF INDIANA (C)		
2401 W. Third Street P.O. Box 924 Telephone: 332-9393	James Hyder, div. mgr.	Food & beverages f business, industry schools and hospit
ARCO MOTORS, INC. (B)		
328 S. Walnut Street Telephone: 332-9211	H.C. Harrington, pres. Mary T. Harrington, sec./ treas.	Auto parts
BEST BEERS OF BLOOMINGTON, INC. (B)		
3150 S. State Road 37 Telephone: 332-1234	Robert A. Haak, pres. Marjorie L. Haak, sec. Steve Owens, gen. mgr.	Beer wholesaler
BLACK LUMBER CO., INC. (C)		
337 S. Madison Street P.O. Box 576 Telephone: 332-7208	Roger Black, pres. Charley Taylor, pur. agent Tom Black, mgr.	Suppliers of lumb building material

BLOOMINGTON PAINT & WALLPAPER CO. (A)

110 W. Sixth Street Telephone: 339-3413	Robert J. Wetnight, prs./ mgr.	Paint, wallpaper

BLOOMINGTON BUSINESS MACHINES (A)

402 S. College Avenue Telephone: 336-9999	James D. Williams, owner Merle M. Beard, mgr.	Sales & service of office equipment

BLOOMINGTON CRUSHED STONE CO, INC. (C)

350 S. Adams Street P.O. Box 849 Phone: 332-3318	Richard P. Rechter, pres. Max Scott, v. pres.	Crushed stone and cultural lime

THE BLOOMINGTON LIMESTONE CORP. (C)

900 S. Walnut Street P.O. Box 250 Telephone: 825-2120	George Reed, Jr., pres. Bill C. Brown, sec.	Quarriers & fabricators of Ind. limestone, split-faced "Ashtone," "Antique Ashtone" for residential, church, small buildings

BLOOMINGTON MANUFACTURING CO. (B)

602 Vine Street Ellettsville Telephone: 876-5146	James E. Eads, owner	Screw machine products

BLOOMINGTON PACKING CO., INC. (D)

Packinghouse Road P.O. Box 7 Telephone: 336-6327	Ernest Baldwin, pres. Larry Baldwin, v. pres.	Meat processing & packing, meat products

CITY GLASS AND PAINT, INC. (B)

719 W. Seventeenth Street Telephone: 336-0139	Don Snyder, pres. Thomas Parker, v. pres.	Paint & decorating

COCA-COLA BOTTLING CO. (C)

318 S. Washington Street Telephone: 332-4434	Sylvia Currie, pres.	"Coca-Cola" bottler

GLEN CONDER (A)

Stanford, IN 47463 Telephone: N A		Eggs

ITT CONTINENTAL BAKING CO. (B)

3160 S. Hwy. 37
Telephone: 332-5288

Jerry Cranfield, branch mgr.
Ton Scott, bread sales supervisor

"Wonder" bread
"Hostess" cakes

COOK, INC. (F)

925 S. Curry Pike
P.O. Box 489
Telephone: 339-2235

William A. Cook, pres.
Greg Martin, pur. agent

Specialized medical instruments

CUMMINS NEWS CO. (B)

524 N. Fairview Street
P.O. Box 1273
Telephone: 332-4775

John L. Cummins, pres.
Ross T. Graebe, gen. mgr.
Robert Sylvester, sales mgr.

Magazines & merchandise

DECKARD'S APPLIANCE SERVICE (A)

6767 Carmola Drive
Telephone: 876-4301

Russell Deckard, co-owner
Hattie Deckard, co-owner

Service ranges & dishwashers

DELTEK, INC.

P.O. Box 1352
Telephone: 336-7400

Margaret R. Burke, owner
A.F. Chesrow, pres.

Printed circuits, engineering, assembly screen printing, close tolerance camera reduct.

EDITYPE (B)

425 E. Seventh Street
Telephone: 332-9539

Janet Troyer, owner

Printing, graphic arts layout, design, typesetting, advertising, typing, editing

E. & J. PASTRIES (B)

201 S. Walnut Street
Telephone: 332-7877

Pastry goods, also wholesale

ESCO SUPPLY CO., INC. (A)

515 1/2 W. Second Street
Telephone: 332-3357

Robert G. East, pres.
Irene M. East, v. pres.
Fred B. East, treas.
John R. East, sec.
Charles East, pur. agent

Wholesale heating & plumbing equipment & supplies

FELL IRON & METAL, INC. (A)

503 N. Rogers Street
P.O. Box 307
Telephone: 336-6884

Mildred L. Dansker, pres.
David Kimm, mgr.

scrap iron, metals, paper

FLUCK CUT STONE COMPANY, INC. (C)

R.R. #5
P.O. Box 637
Telephone: 824-4001

James Fluck, pres.
John Arnett, v. pres.
Richard Wanpler, sec/treas

fabricators of Indiana limestone for buildings of all types

FORM - A - WALL, INC. (A)

1824 1/2 S. Walnut Street
Telephone: 339-5647

Kenneth Haag, pres.
William Haag, v. pres.

forming & pouring concrete walls for residential or small commercial construction

MAX FULK WHOLESALE CO. (A)

420 W. Sixth Street
Telephone: 336-3311

Max P. Fulk, owner

candy, fountain supplies

GENERAL ELECTRIC CO. (H)

301 N. Curry Pike
P.O. Box 42
Telephone: 334-2500

Gene O'Steen, plant mgr.
Lewis Staun, mgr. of employee relations
William Mitchell, pur. agent

side by side refrigerators

GODSEY CABINET SHOP (A)

611 W. Twelfth Street
Telephone: 336-5575

Mac Moulden, owner

furniture refinishing, refinishing classes, cabinet work & furniture repair

GRAPHIC SYSTEMS (A)

350 W. Eleventh Street
Telephone: 334-2323

George Huffman, co-owner
Mark Sattinger, co-owner

printing, blueprints, typesetting, photocopying

GREENE & SON, INC. (A)

1803 W. Vernal Road
Telephone: 332-2370

Richard Greene, co-owner
Joe Greene, co-owner

scrap dealer

HALL SIGNS, INC. (C)

3000 W. Third Street
P.O. Box 313
Telephone: 332-9355

Wayne Hall, pres.
Larry Hall, v. pres.
M.L. Hall, sec/treas.

manufacturer of traffic signs and related items for municipalities

HARTSOCK ENTERPRISES, INC. (B)

424 S. College Avenue
Telephone: 336-6353

Bud Hartsock, pres.
Richard Scritchfield, pur. agent

automotive parts, supplies, equipment; "United Delco," "AC," "Auto-Lite," "Walker," "Grey Rock," "Ditzler," "BFG," "Champion," "Fram"

HINKLE SANDSTONE CO. (A)

P.O. Box 595
Telephone: N/A

Wayne Ikerd

"Hinkle" sandstone, quarrying and fabricating of limestone

B.G. HOADLEY QUARRIES, INC. (C)

P.O. Box 1224
Telephone: 332-1447

Charles R. Hughes, pres
Patsy H. Fell, v. pres

Indiana limestone

HOLLAND DAIRIES, INC. (B)

3375 State Road 37 South
Telephone: 336-6311

Marvin Breeden, mgr.

butter, milk products, ice cream

HOLT MONUMENT WORKS, INC. (A)

720 S. High Street
Telephone: 332-2670

R. Lowell Holt, pres.

monuments

HOOSIER DRYWALL SUPPLY CO. (B)

1824 1/2 S. Walnut Street
Telephone: 339-5647

Kenneth Haag, owner
William Haag, mgr.

delivery and/or sale or gypsum drywall products

HOOSIER ELECTRIC SUPPLY, INC. (B)

1622 W. Third Street
Telephone: 332-9435

Lyle Horton, pres.
Kurt Rodholm, v. pres & sales mgr.
Irene Horton, sec/treas
Larry Bough, pur. agent
Skip Oestrich, pur. agent

wholesale electrical supplies

HOOSIER MEATS, INC. (B)

213 S. Rogers Street
Telephone: 336-6313

Curtis E. Thomas, pres.
Floyd Clayton, v. pres.
Jim Krebbs, sec.
Max Stephenson, treas.

wholesale meat purveyor for institutions, custom butchering

HOOSIER OUTDOOR ADVERTISING CORP. (B)

1137 W. Second Street
Box 512
Telephone: 336-6059

Josephine A. Hickman, pres.
Lloyd Olcott, sales mgr.
Leo Hickman Jr., gen mgr

outdoor advertising

H.P. CHEMICAL PRODUCTS CORP. (A)

107 W. Ninth Street
Telephone: 332-9474

D.A. Shuel, pres.
A.E. Hahn, Bloomington branch mgr.

consultants and distributors of maintenance, supplies and equipment

INDEPENDENT LIMESTONE CO. (C)

R.R. #5, Box 467
Telephone: 824-4951

W. Clayton Holmes, gen.mgr.
Joe Ross, office mgr

Indiana limestone quarry

INDIANA BELL TELEPHONE CO. (G)

301 N. Washington Street
Telephone: 332-2101

Jack Little, commercial mgr
R.O. Chance, service mgr
David Fletcher, dist. mgr

telephone utility

INDIANA CREOSOTING CO., INC. (B)

240 Country Club Drive
Telephone: N/A

Kenneth Dunn, mgr

lumber, poles, posts, fencing

INDIANA GAS CO., INC. (C)

205 S. Madison Street
Telephone: 332-1443

Gary D. Hail, dist. supt.
James M. Christian, commercial mgr.
Dan Evers, sr. clerk

public utility

INDIANA WOODTREATING CORP. (C)
SUBSIDIARY OF DANEK IND., INC.

5100 S. Rogers Street
Telephone: 824-7032

Kenneth O. Dunn, pres.
Dan Horsman, v.p. of operations

treated wood products

TERRY INMAN & SONS (A)

1014 S. Walnut Street
P.O. Box 996
Telephone: 336-3856

Terry Inman, owner

wholesale electronic supplies for industrials and service trade

JERDEN INDUSTRIES, INC. (B)

1104 S. Morton Street
Telephone: 332-1762

A.D. Jerden, pres.
W.D. Jerden, exec. v.p.

screw machine products, aircraft engine components

KERKLING & CO. (C)

P.O. Box 88
Telephone: N/A

J. Johnson, plant mgr.

"K & W" Metallic Seal, Radiator Seal, Waterless soap, 3-way cooling system protection, gasket compound, knock "Er Loose," "TransX" transmission seal, tools and equipment for repair of cracked motor block & heads

KINSER LUMBER CO. (B)

3930 S. Hwy. 37
Telephone: 339-9633

Eva Cochran, pres.
William Kinser, v.p.
Robert Turflinger, mgr.

lumber

LA VENTA CORP. (D)

216 S. Indiana Avenue
Telephone: 336-2362

Ron Davis, pres.
Scott Anderson, sec/treas
Leith Anderson, v. pres.
Dottie Keyfitz, pur agent

belts, belt buckles wholesale

LIST-KINSER CONCRETE SERVICE (X)

P.O. Box 57
Clear Creek, IN 47426
Telephone: N/A

concrete products

LEONARD'S LINEN SERVICE (C)

P.O. Box 1430
Telephone: 336-6344

Bob Leonard, co-owner
Lee Leonard, co-owner

retail laundry & dry-cleaning; uniform & linen rental

LEATHER LTD OF BLOOMINGTON (A)

104 W. Sixth Street
Telephone: 339-8557

John Ostler, pres.

custom leather work, clothing, accessories & sandals

MARTIN PRINTING CO. (A)

119 1/2 W. Kirkwood Avenue
Telephone: 336-4648

Orville Poe, owner

commercial and social printing

MASTERS' EQUIPMENT SALES (B)

210 E. Fourteenth Street
P.O. Box 524
Telephone: N/A

James H. Masters, co-owner
James E. Masters, co-owner

welding & machine shop

MATTHEWS BROTHERS CO., INC. (C)

P.O. Box 968 Telephone: 876-2215	Fred H. Barrett, pres. Robert R. Carter, pur. agent	cut stone

METROPOLITAN PRINTING SERVICE, INC. (C)

720 S. Morton Street Telephone: 332-7279	Stan Thomas, v.p. of sales Tad Wilson, pres. Charles Neumyer, sec/treas	commercial printing

MIDLAND CUT STONE COMPANY, INC. (B)

P.O. Box 1 Telephone: 336-6189	H.M. Tabereaux, Jr., pres. C.R. Tabereaux, v. pres.	fabricator of Indiana limestone, cut stone

MIDWEST QUARRIES CO., INC. (B)

P.O. Box 35 Telephone: N/A	Ted Reed	limestone quarry

C.J. MITCHELL CO. (A)

1820 S. Walnut Street P.O. Box 33 Telephone: 332-7437	Mike Hammock, owner	silk screen processing, real estate signs

MONROE BEVERAGE COMPANY, INC. (B)

220 W. Allen Street Telephone: 332-7158	Ben Sheridan, pres.	beer

MONROE-LAWRENCE FARM BUREAU COOPERATIVE ASSN. (C)

R.R. #14, P.O. Box 1 Telephone: 332-4471	James Scherschel, pres. John Fountain, v. pres. Paul Roberts, sec. Joe H. Armstrong, gen. mgr./treas.	petroleum, tires, batteries, feed, lumber, seed, hardward, fence, chemicals, western clothing, marketing of grain

MONROE TOBACCO & CANDY CO., INC. (B)

216 N. Morton Street P.O. Box 82 Telephone: 332-3636	Charles B. Myers, pres./ owner	cigarettes, cigars, candy, chewing gum, paper, school supplies, drug sundries, "Coca-Cola," "Richardson," "Schrafft," "Heinz"

MOON FREIGHT LINES, INC. (D)

120 W. Grimes Lane Telephone: 339-9741	William E. Benckart, pres. Robert G. Benckart, v. pres. William E. Benckart, Jr., sales mgr. Robert Hendricks, pur. agent	interstate & intrastate common carrier, building materials

PYROFAX GAS CORP. (A)

1829 S. Curry Pike Telephone: 336-3931	Charles Prince, mgr.	L.P. Gas sales of both retail and wholesale markets. (Headquarters in Houston, TX)

RCA (I)

1300 S. Rogers Street Telephone: 332-0241	E. Riedweg, plant mgr. D.A. Riggs, mgr. of pur.	producer of T.V. receivers (color, black & white)

REDENBAUGH'S UPHOLSTERY (A)

913 N. Walnut Street Telephone: 332-4735	Fred L. Redenbaugh, co-owner Betty J. Redenbaugh, co-owner	upholstery and decorating

REED QUARRIES, INC. (B)

Park School Road P.O. Box 64 Telephone: 332-2771	Edward M. Reed, pres. Steve M. Reed, v. pres.	quarry Indiana block limestone

REEVES IRON & WELDING (A)

R.R. #8, P.O. Box 335 Telephone: N/A	Marion D. Reeves, partner	ornamental ironwork, misc. fabrication

ROBERTSON CUT STONE (X)

P.O. Box 518 Ellettsville, IN		fabricators of Indiana limestone

ROBINSON BLOCK & CONCRETE (B)

105 E. Vine Street Ellettsville, IN 47429 Telephone: 876-2257	George Robinson, co-owner Wayne Robinson, co-owner	Robinson block & concrete, ready-mix & blocks, bricks & wire rods reinforcing

ROGERS BUILDING SUPPLIES, INC. (E)

350 S. Adams Street P.O. Box 849 Telephone: 332-6341	Richard P. Rechter, pres. Jack Hooker, asst. v. pres. C.E. Bassett, sr. v. pres. Jay Abbott, plant supt. Robert Sare, pur. agent	"Rogers" concrete blocks, lightweight blocks, ready mix concrete, millwork, lumber, building materials

RALPH ROGERS & CO., INC. (F)

350 S. Adams Street P.O. Box 849 Telephone: 332-6341	Richard P. Rechter, pres. C.E. Bassett, sr. v. pres. Jerome C. Neely, treas.	road construction

SABIN ENTERPRISES, INC. (B)

601 S. Curry Pike P.O. Box 788 Telephone: 339-2567	Joseph J. Witkiewicz, pres.	extrude plastic tubing & profiles for medical products. Mold plastic parts for medical products

SAP'S FOODS, INC. (A)

2020 Arlington Road Telephone: 332-9062	Herschel McClung, mgr.	baked goods

SARKES TARZIAN, INC. (F) Blmgton.

E. Hillside Drive Telephone: 332-7251	Sarkes Tarzian, chairman of the Board Thomas Tarzian, pres. Harmon Harshman, pur. agent of tuner division	television tuners

SEWARD & CO., INC. (C)

1821 W. Third Street Telephone: 336-6851	Wayne Warden, chairman George W. Dunn, pres. Fred Seward Dunn, v. pres for operations, sec/treas	"General" industrial contractor, plumbing & agricultural supplies (distributor), very broad line of equipment & supplies

SEXTON-WILBERT VAULT CO. (A)

1908 W. Allen Street Telephone: 336-6469	Everett Sexton, mgr.	burial vaults

SIMS POULTRY, INC. (A)

321 W. Third Street Telephone: 336-5720 336-4441	Richard Dunbar, sec/treas/mgr.	poultry

SMITH BOOKBINDERY (A)

112 W. Tenth Street Telephone: 332-2743	Chester R. Smith, owner	book binding

SMITHVILLE TELEPHONE CO. (D)

P.O. Box 728 Telephone: 876-2211	Mrs. William Earles, pres William H. Earles, mgr.	telephone utility

SOUTH CENTRAL CO., INC. (A)

3910 W. Third Street Telephone: 332-9368	Lee Cordry, branch mgr.	plumbing, heating, air conditioning, paint, safety industrial supplies

ST-SEMICON (E)

415 N. College Avenue Telephone: 332-1435	Walter Petrosky, v. pres/ gen. mgr. Max Robertson, pur. agent Evelyn Douglas, prod. mgr. Fred Lucas, sales mgr.	semi-conductors & regulators

STANFORD FEED STORE (A)

Stanford, IN Telephone: 825-2061	Robert Cardwell, owner	feeds

STANSIFER RADIO CO., INC. (A)

1005 S. Walnut Street 336-6339	Earl Stansifer, owner	radio parts and test equipment

STONE'S LETTER SHOP (A)

P.O. Box 189 Telephnoe: N/A	Thorton F. Stone, owner	multilithing, mimeographing, mailing service

SUNRISE PUBLICATIONS (B)

637 S. Walker Street Telephone: 336-9900	Stanley Jones, pres. Jeffrey Willsey, sec/ treas/mgr.	manufacturer & distributor of greeting cards

SUPERIOR LUMBER & BUILDING CO., INC. (B)

St. Rd. 37 North P.O. Box 756 Telephone: 332-3359	Edward S. Hudelson, pres. John E. Hudelson, v. pres. James T. Morris, sec/treas Wayne Morris, asst. sec/treas	general contractors of commercial and industrial buildings

TAGA SCREW PRODUCTS, INC. (B)

1106 S. Morton Street Telephone: N/A	W.D. Jerden, pres.	screw machine products; job shop

TOM TAYLOR FOOD DISTRIBUTORS (B)

311 W. Seventh Street Telephone: 332-9226	E.L. Mobley, pres. Robert Tucker, v. pres. George Branam, sec/treas	NIFDA food distributors to restaurants, institutions

THERMOGAS CO. (B)

Highway 46 P.O. Box 307 Ellettsville, IN 47429 Telephone: 876-5414	Larry Latoza, mgr.	

TRI-STATE PHOTO ENGRAVING CO., INC. (A)

216-18 N. Rogers Street P.O. Box 10 Telephone: N/A	H.B. Bushnell	photo-engraving and offset printing plates

VICTOR OOLITIC STONE CO. (C)

P.O. Box 668 Victor, IN Telephone: 824-2621	John Edgeworth, pres. Terry Edgeworth, v. pres. Paul Patton, gen. mgr.	Indiana limestone quarrying fabrication

WEDDLE BROS. CONSTRUCTION CO., INC. (C)

120 W. Third Street Telephone: 339-1121	Richard Sieboldt, pres. Harold Weddle, chairman Morris Weddle, exec. v. pres Arlen J. Packard, proj. mgr. Brad Thomas, office mgr. Warren Friley, asst. treas/pur. agent	(General Contractors) contractors for manufacturing bldgs. & institutional bldgs., heavy & highway construction for heavy bridges & concrete work

WEGMILLER BENDER LUMBER CO., INC. (C)

611 W. Eleventh Street Telephone: 339-9730	John W. Bender, pres. & gen. mgr. Tom Deckard, purch. agent	special lumber re-manufacturing and industrial mill work. Operate 28 ft. band re-saw machine along with large planers and power-fed rip saws

WESTERN SUN PRINTING CO. (A)

312 S. Washington Street Telephone: 336-2172	Douglas Wissing, owner/mgr.	printing/publishing

WESTINGHOUSE ELECTRIC CORP. (G)

P.O. Box 341 Telephone: 332-4421	J.W. Baker, gen. mgr. Floyd Dean, mrktg. mgr. David Williams, mfg. mgr. Keith Kelly, pur. mgr.	manufacture capacitors, lightning arresters, reclosers, circuit breakers, line traps, potential devices, fuses and switches

WETTERAU FOODS, INC. (F)

311 N. Curry Pike Telephone: 332-9302	Hugh Truelock, v. pres. Rich Arnold, asst. Doug Austin, sales mgr. Pendill Landon, pur. dir.	supply of all needs for IGA stores in Indiana

H.A. WILLIAMS CO. (A)

202 S. Rogers Street Telephone: 332-4779	Paul Hendenhall, mgr.	television equipment & supplies; industrial, educational & sound electronic wholesale

BIBLIOGRAPHY

INTRODUCTION

The following is a selective, annotated bibliography of adult vocational information materials. The sources for these recommended materials include bibliographies and reviews from various educational institutions, projects, organizations, and publications. None of these sources, which are identified with each annotation, published their bibliography or review prior to 1975.

In addition to recommending current materials, free of sexual or racial discrimination, this bibliography contains a significant number of audio and audio-visual materials (approximately 30%) to accommodate that segment of the target population who are functionally illiterate or have reading limitations.

Differentiating this bibliography from others in the field is the absence of "career books." Career books, due to the specificity of content, are quickly out-dated and of benefit only to those who have already determined a single vocational interest. Since this project is primarily concerned with individuals seeking general, exploratory information, specific information should result as a referral to local agencies or individuals after the exploration process had been completed.

In keeping with the intent to provide general, exploratory information, materials were selected, whenever possible, to cover broad job areas or career clusters. Particular attention was given to the career cluster concept devised by the USOE which include the following clusters: health, manufacturing, environment, transportation, communication, construction, distribution and marketing, agriculture, public service, personal service, hospitality and recreation, fine arts, consumer and homemaking, and business and office.

In addition to general information about jobs in the aforementioned clusters, materials are also recommended that deal with getting and holding a job, apprenticeships, opportunities in the Armed Services, how to start your own business, jobs for the handicapped and undereducated, how to have a job interview, how to fill out a job application, and other areas of concern to potential job seekers.

Each annotation provides a brief description of the materials and also includes a publisher's address and material costs. All prices listed must be considered as approximations since it is impossible to remain up-to-date with this constantly changing aspect.

Finally, it should not be inferred that this bibliography of materials is recommended in its entirety. There are many and obvious duplications. Depending upon demographic considerations, local needs and opportunities for training and jobs, and indeed, upon existing library facilities, any combination of these materials, large or small, might well provide an adequate Library Information for Vocational Information System.

BIBLIOGRAPHY

CATEGORY

I. RESOURCES FOR MATERIAL SELECTION AND EVALUATION FOR THE LIBRARIAN

Educators Guide to Free Guidance Materials.
Educators Progress Service, Inc.
Randolph, Wisconsin 53951
Latest edition. Approximate cost $11.00.
This annual guide contains information on almost 2000 selected free guidance aids including films, filmstrips, slides, tapes, scripts, audiodiscs and printed matter. Approximately 25% of these are on occupational information. Names, addresses, availability, loan terms, and ordering procedures are included.

Guidelines for the Preparation and Evaluation of Non-print Career Media
American Personnel and Guidance Association
1607 New Hampshire Ave., N.W.
Washington, D.C. 20009; 1977; 10 p.; $1.00
These guidelines are designed to assist those who select and use career-related media including films, filmstrips, and cassettes. They also may be used by those producing such materials.

NVGA Bibliography of Current Career Information
American Personnal and Guidance Association
1607 New Hampshire Ave., N.W.
Washington, D.C. 2009; 1977; cost unknown
This volume is prepared by National Vocational Guidance Association members of the Career Information Review Committees and Career Film Evaluation Committee. Thousands of free and inexpensive materials are listed and rated on hundreds of occupations together with apprenticeship information.

II. GENERAL PRINTED MATERIALS (SETS)

A Career in the Modern Office Series.

Phyllis Morrison; McGraw-Hill Book Co., Gregg Division,
Princeton Road, Hightstown, NJ 08520; 1969; 134 p.; $8.40
This is a combined set of four paperback pamphlets that presents possibilities for full and part-time employment and provides information for preparing for job interviews as well as job descriptions. This set is used mainly with the disadvantaged.

Choosing Your Career
United Features, Rowayton, Connecticut; 1975; cost unknown.
This set covers the USOE's 15 career clusters in 15 individual booklets. Provides overview of jobs in each cluster including work involved, abilities, education and training required, working conditions, and employment prospects.

Ebony Success Library
Sanders; Johnson Publishing Co., Chicago, Illinois; 1973; 3 volumes; cost unknown. These three volumes cover the following:
Volume I 1,000 Successful Blacks
Volume II Famous Blacks Give Secrets of Success
Volume III Career Guide: Opportunities and Resources for You

Occupations
Caroline Blakely and Dennis Schroeder; New Readers Press, Box 131, Syracuse, New York 13210; 1975; p. 132; $3.20.
These two booklets present 106 short essay-type stories of real people in real jobs. There are seven areas of employment covered, each area being one where job opportunities are increasing.

Popeye Career Awareness Program
Joe Gill; King Features, New York, NY; 1973; cost unknown.
This series of 15 comic books, featuring the well-known cartoon character Popeye, leads the leader through various neighborhoods and factories, parks and institutions, pointing out 70 various jobs and careers. Popeye's observations are designed to help the leader develop career awareness and decision-making skills. The 15 USOE job clusters are covered.

SRA Widening Occupational Roles
Lawrence Bolanger; Science Research Associates, Chicago, Ill. 60611; 1972; 2,876p.; $158.50.
This resource file for libraries or counselors contains 340 four-page work briefs on different jobs. A workscope device allows the user, through color-coding, to match job interests, skills, and abilities. Color filmstrips and cassettes are also included with the resource file. A Handbook of Job Facts that can be used in conjunction with these materials included elsewhere in this bibliography.

The Encyclopedia of Careers and Vocational Guidance
William Hopke, J.G. Ferguson Co.; Chicago, Illinois; 1975; two volumes; p. 1532 $4 (set) Volume I contains articles covering 71 career fields. Volume II discusses the specifics of 650 occupations. The basic aim of this set is to help individuals assess interests and abilities in relation to occupational opportunities and demands.

Vocations in Trades
Arthur Liebers; Lothrop, New York, NY; 1974; 3 books; cost unknown. This set of three (1. You Can Be An Electrician 2. You Can Be A Plumber 3. You Can Be A Carpenter) gives thorough treatment to building trades vocations. Includes sample aptitude tests, list of training schools, and descriptions of apprenticeship programs.

III. GENERAL PRINTED MATERIALS (SINGLE)

Armed Services VIEW (Vital Information for Education and Work.)
Indiana University and the Department of Defense; ERIC Clearinghouse on Career Education, The Ohio State University, 1960 Kenny Road, Columbus, OH 43210; 199 p.; Hard copy $11.37; Microfiche .83; ED133497; 1976.
This material available from ERIC, introduces all branches of the military and discusses related civilian and military training and opportunities.

A Woman's Guide to Her Own Franchised Business
Anne Small and Robert Levy; Pilot Books, Inc., 347 Fifth Ave., New York, NY 10016; 1975; p. 42; $2.00.
This is a brief overview of franchising opportunities particularly suitable for women.

Career Choices for the 70's
Arnold; P. F. Collier, Inc., 866 Third Avenue, New York, NY 10022; 1971; p. 147; $4.95. This is an up-to-date reference book on careers which includes names and addresses of schools and technical and on-the-job training in companies covering many career areas. This book is particularly useful to females and minority groups.

Career Information Unit for Distributive Education
Distributive Education Materials Lab at Ohio State, 1885 Neil Ave, 115 Townshond Hall, Columbus, Ohio; 1973; 200 p.; $2.50.
This career exploration handbook helps the reader explore occupational clusters. Within each cluster are various job titles and activities intended to encourage the reader to research additional sources of information.

Careers in Marketing
James A. Bikkie; McGraw Hill Book Co., Gregg Division, Princeton Road, Hightstown, NJ 08520; 1971; 148 p., $3.12.
This material is designed to present the performance requirements of various distributive jobs and assist the reader in his or her career decision.

Careers in the Health Field
Essie E. Lee; Julian Messner, New York, NY; 1973; 191 p.; $4.95.
This book provides very thorough coverage of all specific and supportive hospital and community positions in the health field. Excellent photographs representing all members of society in appropriate numbers in the health field.

Career Opportunities: Agriculture, Forestry, and Oceanographic Technicians: Revised Edition
Howard Sidney; Doubleday and Company Inc.; Garden City, New York 11530; 1974; p. 376; $11.95.
Using the job clusters approach, over 300 jobs in 26 occupational areas are explored. This book is suitable for non-traditional, second-careers, and all other adult students.

Career Opportunities: Community Service and Related Specialists; Revised Edition
Sylvania Bayliss and others; Doubleday and Company, Inc.; Garden City, New York 11530; 1974; p. 306; $12.95.
This book describes a variety of public and community service careers and job opportunities such as library assistant, fire fighter, and law enforcement officer.

Career Opportunities - Ecology, Conservation, and Environmental Control
J. G. Ferguson Publishing Company, Chicago, Illinois; 1971; 211 p.; $6.95
This book describes careers in the environmental and conservation fields, entry levels, types of jobs, preparation needed, and future possibilities.

Creating a Career; Student Book
Glenn Tippett and others; Information Canada, Box 1565, Training Research and Development Station, Prince Albert, Saskatchewan, Canada; 1974; p. 226; $4.95. This worktext is designed for unemployed or underemployed young adults and contains exercises to improve decision-making skills, attitudes, and job search techniques.

Directory of Accredited Home Study Schools
Accrediting Commission, National Home Study Council, 1601 Eighteenth St., N.W., Washington, D.C. 20009. Latest edition. Free. Lists accredited home study schools as well as subjects.

Exploratory Business
Dane, Patrick and Grubbs; McGraw-Hill Book Co., Gregg Division, Princeton Road, Hightstown, NJ 08520; 1971; 192 p., $2.97.
This is a text/workbook designed to provide an overview of career opportunities in the areas of Distributive Education, Clerical, Accounting, Data Processing, and Stenographic occupations.

Exploring Occupations in Agribusiness and Natural Resources
Samuel M. Curtis and Robert J. Mercer; McGraw-Hill, New York, NY; 1976; 152 p.; cost unknown. This book introduces and explores 28 occupations in the field of agribusiness and natural resources.

Futures Unlimited in executive Housekeeping
The National Executive Housekeepers Association, Inc., Business and Professional Building, 2nd Avenue, Gallipolis, Ohio 45131; 1973; p. 18; cost unknown. This manual outlines some of the executive housekeeping opportunities and jobs in the field of hospitality and recreation in hotels, motels, hospitals, clubs, residence halls, nursing homes, retirement homes, condiminiums, schools, government buildings, and industrial sites.

Getting into Broadcast Journalism: A Guide to Careers in Radio and TV
Gregory Jackson; Hawthorn Books, Inc., 260 Madison Avenue, New York, NY 10016; 1974; p. 156; $6.95.
This book is designed for those persons interested in jobs in communications and media, specifically radio and TV. There is detailed discussion of opportunities for women and other minority groups.

Handbook of Job Facts
Carole Lang; Research Associates, Chicago, Illinois 60611; 1972; 134 p., cost unknown. This book consists of a detailed chart of 300 occupations describing duties, education, training, special qualifications, future outlook, and other areas of concern to the job hunter. For each occupation there is a code number as a guide to additional information that may be found in SRA's Widening Occupational Roles also included in this bibliography.

How to Complete Job Application Forms
American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W. Washington, D.C. 20009; 1975; 36 p.; cost unknown.
This booklet is designed to help job seekers understand and cope with the problems presented by a typical job application form.

How to Get a Job and Keep It
Dorothy Goble; Steck-Vaughn, Austin, Texas; 1975; 63 p. cost unknown.
Designed to help career seekers locate, apply for, keep, and advance in a job.

How to Select a Private Vocational School
Griff, Pitts; American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, D.C. 20009; 1974; 24 p., cost unknown.
This booklet is designed to assist individuals in the selection of a trade, technical, business, or correspondence school.

How You Can Get A Better Job
American Technical Society, 848 E. 58th Street, Chicago, IL 60637; $4.00.
This book is not only for obtaining a better job, but also for getting along better with co-workers once the job is obtained.

Jobs for Which Apprenticeships are Available
U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212; 1974; Free.
This material lists occupations requiring apprenticeship training, number of persons presently employed in the occupations, and qualifications, training, and employment prospects through 1985.

Jobs in Art
Science Research Associates, Inc., 259 E. Erie Street, Chicago, IL 60611; 1968; p. 50; $2.00.
Covers field rather than one occupation. Jobs discussed include commercial artists, photographs, and others.

Jobs in Building Construction Trades
Science Research Associates, Inc., 259 E. Erie Street, Chicago, IL 60611; 1968; p. 50; $2.00.
Covers the entire field rather than one particular job. Provides general information on such jobs as bricklayer, plumber, pipefitter, welders, carpenters, and others.

Jobs in Mechanical Work
Science Research Associates, Inc., 259 E. ERie Street, Chicago, IL 60611; 1968; p. 50; $2.00.
Covers fields of interest rather than a particular job. Provides case histories of workers such as machinists, boilermakers, auto mechanics, autobody repairmen and others. Most of these jobs fall in the career clusters transportation and manufacturing.

Jobs in Publishing
Science Research Associates, 259 E. Erie Street, Chicago, IL 60611; 1968; p. 50; $2.00. Covers entire family of publishing, on integral component of the career cluster communications and media. Occupations discussed include editor, reporter, printer, typesetter, pressman, binding worker and others.

Jobs in Technical Work
Science Research Associates, Inc., 259 E. Erie Street, Chicago, IL 60611; 1968; p. 50; $2.00.
Covers a field of interest instead of a particular job. Includes case histories of draftsmen, expediters, inspectors, and other jobs in the career cluster of manufacturing.

Jobs in the Performing Arts
Science Research Associates, Inc., 259 E. Erie Street, Chicago, IL 60611; 1968; p. 50; $2.00.
Describes the entire job family encompassed in the phrase performing arts. Discusses musician, singer, composer, dancer, and others.

Jobs That Help the Consumer and the Homemaker
Gilda Beiger; Lothrop, Lee and Shepard Company; New York, NY; 1974; 95 p.; $5.50. Each chapter in this reference book deals with a career, describes a typical worker, how to prepare for the job and what to expect once you have started.

Non-traditional Careers for Women
Sarah Splaver; Messner, New York, NY; 1973; 223 p., cost unknown. This book gives information on more than 500 occupations now open to the contemporary woman.

Occupational Outlook Handbook
U.S. Department of Labor, Bureau of Labor Statistics, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; 1976-77 edition; $7.00.
This handbook presents information on over 850 occupations in 30 major industries. Many counselors consider this handbook the best single source of job facts available today.

Pathways to Careers
Muriel Karlin and Morton Margules; Globe, New York, NY; 1975; 198 p.; cost unknown. This book on career planning has three units. 1) Preparing for your career, 2) Getting the job you want, and 3) Succeeding in your career. Illustrated with photos and cartoons.

Profitable Part-time Home Based Business--How You Can Make Up to $150 A Week Extra Income
Gary Null; Pilot Industries, Inc., 347 Fifth Avenue, New York, NY 10016; 1974; p. 52; $2.00.
This book describes a variety of part-time home businesses that fulfill legitimate community needs and require little or no investment of money.

Small Business Ideas for Women--And How to Get Started
Terri Hilton; Pilot Industries, Inc; 347 Fifth Ave, New York, NY 10016; 1975; p. 34; $2.00.
This booklet addressed primarily to women, provides information on businesses that can be operated from the home or small office, require minimal financial investment, and can be managed on a spare or part-time basis.

Starting A Business After 50
Samuel Small; Pilot Books, Pilot Industries Inc., 347 5th Avenue, New York, NY 10016; 1974; p. 46; $2.00.
This handbook offers an introduction to self-employment possibilities for the older citizen.

The Job You Want - How to Get It
Walter Blackledge, Ethel Blackledge, and Helen Keily; Southwestern, Cincinnati, Ohio; 1975; 92 p., cost unknown.
Job seekers of all ages may find this book helpful in determining and attaining career goals.

Up Your Career
Dean Dauw; Waveland, Prospect Heights, Illinois; 1975; 169 p.; cost unknown.
The reader is guided towards careers suited to his or her abilities and interests through working out exercises. Topics include finding out about oneself and available jobs, writing a resume, using an employment agency, and recognizing job discrimination. Both a "how-to-guide" and reference tool.

Your Aptitudes; You Do Best What You Are Best Fitted To Do
George Barth; Lothrop, New York; NY; 1974; 95 p., cost unknown.
This book describes 19 special aptitudes and typical jobs that require them.

Your Retirement Job Guide
Carol Powers; AARP and NRTA, 215 Long Beach Blvd., Long Beach, CA 90802; 1972; p. 47; Free.
This pamphlet discusses various possibilities for retirees in securing either full-time, part-time, or temporary work.

IV. GENERAL NON-PRINT MATERIALS

Applying for a Job
16 mm, sound, color film; 13 min; Encyclopedia Britannica Educational Corp., 425 N. Michigan Ave, Chicago, IL 60611; 1971; cost unknown. (May be rented from Indiana University Audio-Visual Center for $8.50)
This film focuses on preparation for a job interview. Compares private and state employment agencies and describes what each offers.

Big Blue Marble
Fifteen color sound filmstrip; Xerox Education Publication, P.O. Box 444, Columbus, Ohio 43216; $39.95 each.
These materials give a close look at the different job clusters developed by the Office of Education. Viewers learn the variety of jobs available in each cluster, and the satisfactions and frustrations associated with the jobs.

Career Clusters and the World of Work
Filmstrip-cassette; Educational Properties, Inc., P.O. Box DX, Irvine, CA 92664; $19.50.
This presentation examines and explores the fifteen career clusters as defined by the U.S. Office of Education.

Communications and Media
Fifteen filmstrips with audio tapes; Westinghouse Learning Corporation, 770 Lucane Drive, Sunnyvale, CA 94086; 1973; cost unknown.
These tape-filmstrips units cover is occupational clusters within the field of communication and media.

Earth People - Careers in Natural Resources and the Environment
16 mm, sound, color motion picture; 13 minutes, Film Forum, Inc., 2070 Business Center Drive, Irvine, California 92614; $180.
This film covers careers in the job cluster natural resources and environment. It does not, however, discuss specific qualifications or job duties.

Education for Occupations
Eight filmstrips used with either four cassette tapes or four records; Eye-Gate House, 146-01 Archer Avenue, Jamaica, NY 11435; 1972; $80.00.
This set of audio-visual materials covers occupations requiring manual skills rather than advanced higher education. Possibilities for both full and part-time employment are explored.

Is A Career in Electronics Manufacturing For You?
16 mm, sound, color motion picture; 15 min; Counselor Films, Inc., 2100 Locust Street, Philadelphia, PA 19103; $220.
This film deals with an important variety of jobs available in one of the major areas of the job cluster manufacturing.

Is A Career In The Service Industries For You?
16 mm, sound, color motion picture; 15 min; Counselor Films, Inc. 2100 Locust Street, Philadelphia, PA 19103; $220.
This film covers many of the opportunities in the job clusters personal and public service.

Jobs and Gender
Two filmstrips and two cassette tapes; Guidance Associates; 41 Washington Avenue, Pleasantville, New York 10570; 1971; $39.00.
This audiovisual kit deals with career education and deals with different genders in different jobs. It is interspersed with interviews with men and women in non-typical sex/role positions.

Jobs In The City: Construction
16 mm, sound, color-film; 9 minutes; Centron Corp., Dis-Young American Films, 18 E. 41 St., New York, NY 10000; 1971; cost unknown (May be rented from Indiana University A.V. Center for $6.00)
Examines variety of jobs available in construction featuring carpenters, heavy equipment operators, concrete finishers, electricians, plumbers, and others using their specialized tools and equipment.

Jobs In The City: Distribution
16 mm, sound, color-film; 10 minutes; Centron Corporation, Dis-Young American Films, 18 E. 41 St., New York, NY 10000; 1971; cost unknown (May be rented from Indiana University A.V. Center for $6.25)
Emphasizes the role of truck drivers, warehouse personnel, and salesmen in the distribution process.

Jobs in the City: Manufacturing
16 mm, sound, color-film, 11 minutes; Centron Corporation, Dis-Young American Films, 18 E. 41 St., New York, NY 10000; 1972; cost unknown (May be rented from Indiana University A.V. Center for $6.50)
Surveys various factory jobs and stresses the importance of vocational or technical training and learning a trade.

Jobs In The City: Medical and Health
16 mm, sound, color-film; 14 minutes, Centron Corporation, Dis-Young American Films; 18 E. 41 St., New York, NY 10000; 1972; cost unknown (May be rented from Indiana University A.V. Center for $8.75)
Focuses on the wide variety of jobs and opportunities in the Health Field.

Jobs In the City: Services
16 mm, sound, color-film; 11 minutes; Centron Corporation, Dis-Young American Films, 18 E. 41 St., New York, NY 10000; 1972, cost unknown (May be rented from Indiana University A.V. Center for $6.50)
Points out jobs that sell services rather than products in the community.

Jobs In The City: Women At Work
16 mm, sound, color-film; 11 minutes; Centron Corporation, Dis-Young American Films, 18 E. 41 St., New York, NY 10000; 1972; cost unknown (May be rented from Indiana University A.V. Center for $6.50)
Surveys the ever expanding variety of jobs now open to women in such diverse fields as computer programming, welding, radio and television technicians and others.

Livelyhoods: Careers for Your Lifestyle
Sixteen tape-synchronized, filmstrip-cassette pairs; Houghton Mifflin Company; 777 California Avenue, Palo Alto, CA 94304; $1.50.
Each cassette-filmstrip presentation covers careers in one occupational cluster from entry levels to more advanced positions. Information is available for 90 different jobs with photographs and interviews take on the actual job site.

On The Move - Careers in Transportation
16 mm, sound, color motion picture; 13 minutes; Film Forum, Inc., 2070 Business Center Drive, Irvine, CA 92664, $1.80.
This film covers many of the job available in the cluster transportation.

People Who Fix Things
16 mm, sound, color, film, 19 minutes; Churchill Films; 662 North Robertson Blvd, Los Angeles, CA 90069; 1971; $230. (May be rented from Indiana University A.V. Center for $9.75).
Film for young adults emphasizes the pride and accomplishment gained by people who fix things. Minority groups illustrate the careers.

People Who Make Things
16 mm, sound, color-film; 20 minutes; Churchill Films, 662 North Robertson Blvd., Los Angeles, CA 90069; 1970; cost unknown (May be rented from Indiana University A.V. Center for $10.25)
Shows how creative people can earn a livelihood whicl doing those things that interest them. Features a wood craftswoman, a baker, and an autobody repairman.

People Who Work in Factories
16 mm, sound, color-film; 11 minutes; Coronet Films, 65 E. South Water Street, Chicago, IL; 1971; cost unknown (May be rented from Indiana University A.V. Center for $6.75)
Utilizes a bicycle factory to explain what a factory is and the various duties of factory workers.

People Who Work In Stores
16 mm, sound, color-film; 10 minutes; Coronet Films, 65 E. South Water St., Chicago, IL; 1971; cost unknown (May be rented from Indiana University A.V. Center for $6.75)
Discusses briefly the various jobs of store employees including sales personnel, cashiers, display workers, stock clerks, and others.

Preparing for an Interview
J.C. Penney Co. Six minute filmstrip accompanied by a record; 1974; $6.00. This filmstrip is a presentation on job interviews handled in a modern, up-to-date manner.

The Foodmakers - Careers in Agribusiness and Food Production
16 mm, sound, color motion picture; 13 minutes; Film Forum, Inc., 2070 Business Center Drive, Irvine, CA 92614; $180.
This film deals with careers in job cluster agribusiness.

The Nation's Builders
Otis L. Bratton: Six filmstrips and cassette tapes; Bowman Publishing Co., 622 Rodin Drive, Glendale, CA 91201; 1970; $65.49.
This package is a counseling tool presenting information on such occupations as equipment operator, carpenter, electrician, and other building trades.

V. HANDICAPPED AND UNDEREDUCATED PRINTED MATERIALS

About Stroke
Sister Kenny Institute, 1800 Chicago Ave; Minneapolis, MN 55404; 1975; 38 p., $2.50. This material provides an overview of the effects and outcome of a stroke. Possible prospects for medical, physical, emotional, and vocational recovery are discussed.

Be Informed on Finding A Job--Revised Edition
Stephen Ludwig; New Readers Press, Box 131, Syracuse, New York 13210.
This is designed to help the adult of limited reading ability become fully informed on every aspect of finding work. Large-size type, illustrations, and reproductions are included. Provides guidance on answering different questions (relating perhaps to mental illness or prison records.)

Changing a Job
Richard Turner; Follett Publishing Company, Division of Follett Corp; 1010 W. Washington Blvd., Chicago, IL 60607; 1974; p. 48; $1.20.
This workbook for the undereducated teenager or young adult offers information on union practices, skilled workers, pay rates, job experinece and work maturity.

Diabetics Are Desirable Workers
American Diabetics Association, Incorporated, 18 East 48th St., New York, NY 10017; N.D.; pamphlet free.

Employment for the Handicapped, A Guide for the Disabled, Their Families, and Their Counselors
Julietta Arthur; Abingdon Press, Nashville, TN; 1967; 272 p., $15.95.

Holding A Job
Richard Turner; Follett Publishing Company, Division of Follett Corp., 1010 W. Washington Blvd., Chicago, IL 60607; 1974; p. 48; $1.20.
This workbook for the undereducated teenager or young adult deals with job conditions, commuting, and the variety of jobs in business and industry.

How To Read and Write Business Letters
Elizabeth Kirk and others; New Readers Press, Division of Laubach Literacy, Inc.; Box 131, Syracuse, New York 13210; 1971; p. 24; $.50.
This worktext contains lessons on basic letter structure, applying for a job by letter, and other business letter skills.

How to Read Newspapers
Elizabeth Kirk and others; New Readers Press, Division of Laubach Literacy, Inc., Box 131, Syracuse, New York 13210; 1971; p. 32; $.50.
This worktext contains lessons on reading major elements of a newspaper including news reports, ads, entertainment sections, comics, want ads, obiteraries and others.

How To Read Maps
Elizabeth Kirk and others; New Readers Press, Division of Laubach Literacy, Inc.; Box 131, Syracuse, New York 13210; 1971; p. 20; $.50.
This worktext contains lessons on reading city, road, and weather maps.

How To Read Personal and Business Papers
Elizabeth Kirk and others; New Readers Press, Division of Laubach Literacy, Inc., Box 131, Syracuse, New York 13210; 1971; p. 16; $.50.
This worktext contains lessons on how to fill out important forms such as change of address, social security applications, bank account forms, order blanks, employment applications and others.

How To Read Signs
Elizabeth Kirk and others; New Readers Press, Division of Laubach Literacy, Incl, Box 131, Syracuse, New York 13210; 1971; p. 16; $.50.
Contains lessons on the meaning of signs, highway and safety signs, and signs commonly found in buildings.

How to Use Telephones
Elizabeth Kirk and others; New Readers Press, Division of Laubach Literacy, Inc.; Box 131, Syracuse, New York 13210; 1971; p. 24; $.50.
This worktext contains lessons on basic telephone use, how to use the telephone directory, and telephone courtesy.

How to Use the Dictionary and Other Reference Books
Elizabeth Kirk and others; New Readers Press, Division of Laubach Literacy, Inc.; Box 131, Syracuse, New York 13210; 1971; p. 24; $.50.
Contains lessons on using the dictionary, general reference books, and encyclopedias.

Looking for a Job
Richard Turner; Follett Publishing Company, Division of Follett Corp.; 1010 W. Washington Blvd., Chicago, IL 60607; 1974; p. 48; $1.20.
This workbook for the undereducated teenager or young adult deals with letters of application, changing jobs, letters of recommendation, reading help-wanted ads, and working in a small business.

Mental Patients Work Back Into Society
Janet K. Brown; Manpower, Manpower Administration, U.S. Department of Labor, Washington, D.C. 20210; 1970; 3 p.; Free.

Multiple Sclerosis, Rehab Insights and Outlook
Adrian Towne; Reprinted from Rehabilitation Record, Volume II, Number 6, by the Presidents Committee on Employment of the Handicapped, Washington, D.C. 20210; 1970; 6 p.; Free.

Occupational Alcoholism: Some Problems and Some Solutions
National Institute on Alcohol Abuse and Alcoholism, 5600 Fishers Lane, Rockville, MD 20852, distributed by National Clearinghouse for Alcohol Information, Box 2345, Rockville, MD 20852; 1975; 26 p.; cost unknown.

Out Of Work
Stephen Ludwig; New Readers Press, Box 131, Syracuse, New York 13210; 1975; p. 56; $1.50. This booklet is written for the out-of-work adult of limited reading skills. It reviews alternatives for handling money problems while unemployed, unemployment benefits, what unions can do, Veteran's benefits, and ways local, state, and federal governments can help.

Physical Management for the Quadriplegic Patient
Jack R. Ford and Bridget Duckworth; F.A. Davis Company, 1915 Arch St., Philadelphia, PA 19103; 1974; 392 p.; $22.50. This book details physical methods of self-care used by patients. Contents include wheelchair mobility, dressing and undressing, driver training, housing, vocations, and recreation.

Services to the Black Deaf Adult
Harry A. Whitting; Wisconsin Service Bureau for the Deaf, Incorporated, 106 East Doty Street, Room 301, Madison, WI 53702; 1975; 42 p.; cost unknown.

Six Steps to Jobs for Epileptics
Donald S. Frank; Manpower, Manpower Administration, United States Department of Labor, Washington, D.C. 20210; 1969; 4 p.; Free.

Starting a Job
Richard Turner; Follett Publishing Company, Division of Follett Corp.; 1010 W. Washington Blvd; Chicago, IL 60607; 1974; p. 48; $1.20.
This workbook informs the undereducated teenager or young adult about job ratings, personal budgets, managing money, pay checks and deductions, hospitalization insurance, and automobile licensing.

Training for a Job
Richard Turner, Follett Publishing Company, Division of Follett Corp., 1010 W. Washington Blvd, Chicago, IL 60607; 1974; p. 48; $1.20.
This workbook offers the undereducated teenager or young adult information about trainees, apprentices, job applications, fringe benefits, help-wanted ads, job skills, and job descriptions.

Wanting a Job
Richard Turner; Follett Publishing Company, Division of Follett Corp; 1010 W. Washington Blvd; Chicago, IL 60607; 1974; p. 48; $1.20.
This workbook encourages the undereducated teenager or young adult to think in terms of aptitudes and abilities; there is practice filling out social security and medical history forms.

VI. HANDICAPPED AND UNDEREDUCATED NON-PRINT MATERIALS

Job Quest Series.
Materials Development Center, Department of Rehabilitation and Manpower Services, School of Education, University of Wisconsin-Stout, Menomonie, WI 54751; 1975. Rental $18.00, purchase $75.00. This series consists of three slide-sound presentations:

1) Job Sources (64 slides, 15 1/2 min. cassette-tape)
2) Application Forms and Resumes (67 slides, 20 min. cassette tape)
3) Interviewing for a Job (65 slides, 14 min, cassette tape)

Education for Occupations
Eight filmstrips; Eye Gate, 146-01 Archer Avenue, Jamaica, New York 11435, $80.00. This series is designed for the emotionally mentally retarded and deals directly with the problem of helping the slow learner see and learn about jobs that are within his or her limits of skill and understanding.

Della
16 mm, color, 12 min; Sister Kenny Institute, A/V Publications Office, Department 184, 1800 Chicago Ave., Minneapolis, MN 55404; N.D.; Rental $10.50, purchase $125.00. This film shows the potential that severely handicapped individuals have for a full life including employment. The film concerns a 35-year-old woman who is both deaf and a paraplegic.

Mirror, Mirror
16 mm, color, 22 min; Bureau of Audio-Visual Instruction, P.O. Box 2093, 1327 University Avenue, Madison, WI 53701; 1969; rental $8.25. This film presents the story of a 17-year-old youth labeled "dumb" by peers and teachers. The film traces the youth's painful, but successful struggle to rid himself of his self-defeated attitude and to find something at which he could be successful.

Paraplegic Patient Education: Activities in Your New Life
16 mm, color, 7 min; Media Resources Branch, National Medical Audio Visual Center (Annex), Station K, Atlanta, GA 30324; 1969; Free loan. This film suggests ways to solve problems, build self-confidence, and achieve physical and financial independence following a crippling disease or accident.

BIBLIOGRAPHY OF SOURCES

(Recommending and Reviewing Materials Listed)

1. A Bibliography of Materials for Handicapped and Special Education Vocational Education Resource Materials, Supplement to the Second Edition. Wisconsin University, Madison, Wisconsin Vocational Studies Center, 1976. (ERIC ED134679.)

2. Instructional Materials for Occupational Education. State University of New York, Ithaca. Cornell Institute for Research and Development in Occupational Education. 1975. (ERIC ED122068.)

3. Instructional Materials for Career Education. State University of New York, Ithaca. Cornell Institute for Research and Development in Occupational Education. 1975. (ERIC ED122069.)

4. Counselor's Information Service. B'na, B'rith Career and Counseling Services, 1614 Rhode Island Avenue, N.W., Washington, D.C. 20036. December 1975. (ERIC ED119080.)

5. Dealing in Futures: Career Education Materials for Students, Parents, and Educators. U.S. Department of Health, Education, and Welfare. 1977. (HEW Publication No. OE 77-01602.)

6. Career Education Bibliography. National Multimedia Center for Adult Education, Montclair State College, Upper Montclair, New Jersey 07043. 1976.

7. Counseling Resources - 1978. American Personnel and Guidance Association, 1607 New Hampshire Avenue, N.W., Washington, D.C. 20009. 1977.

8. The Vocational Guidance Quarterly. American Personnel and Guidance Association, 1607 New Hampshire Avenue, N.W., Washington, D.C. 20009. December, 1977.

9. Resources for Career Development. Indiana Career REsource Center, 1201-09 South Greenlawn Avenue, South Bend, IN 46615. 1975.

10. Career Tests and Resources. California Pilot Career Guidance Center, Department of Education, San Diego County, 6401 Linda Vista Road, San Diego, California 92111. 1975.

11. Resources in Education. ERIC Clearinghouse on Career Education, The Center for Vocational Education, The Ohio State University, 1960 Kenny Road, Columbus, Ohio 43210. June 1977.

12. Educational Motion Pictures. Audio-Visual Center, Office for Learning Resources, Indiana University, Bloomington, IN 47401. 1975.

APPENDICES

APPENDICES

A - Taping Session Guide
B - Employer Questionnaire
C - Employment Resource List
D - Social Service Resource List
E - List of Manufacturers and Industries
F - Implementation Guide
G - Job Search Brochure

TAPING SESSION

NAME_____

POSITION_____

PLACE OF EMPLOYMENT_____

ADDRESS OF EMPLOYMENT_____

TELEPHONE NUMBER_____

GIVE BRIEF LISTING OF JOBS AVAILABLE (MOST FREQUENT):

1._____ 2._____

3._____ 4._____

5._____ 6._____

QUALIFICATIONS NECESSARY FOR EACH JOB LISTED ABOVE: (SPECIAL SKILLS, PRIOR EXPERIENCE).

STATE IF ANY TRAINING IS NECESSARY AND WHERE TRAINING IS AVAILABLE FOR EACH JOB LISTED.

STATE IF ANY SKILLS TEST OR PERFORMANCE TEST IS NECESSARY AND WHERE TEST IS AVAILABLE. (TIME, LOCATION, COST)

STATE SALARY OF EACH JOB.

GIVE FRINGE BENEFITS.

STATE HOW TO APPLY FOR EACH JOB.
- --Is Application necessary?
- --Resume?
- --Personal Interview?
- --Personal Reference?
- --Physical / Psychological exam?

STATE IF JOB ARE POSTED IN PUBLIC PLACES (EMPLOYMENT OFFICE, MONROE LIBRA NEWSPAPERS, etc.)

STATE IF YOUR COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER.

GIVE ANY OTHER NECESSARY INFORMATION THAT MIGHT BE BENEFICIAL TO A PROSPECTIVE EMPLOYEE.

ONCE AGAIN GIVE: YOUR NAME, NAME OF COMPANY, NAME OF OFFICE, LOCATION AND OFFICE HOURS

Under the auspices of the Department of Counseling and Guidance, Indiana University, a Monroe County Library based Community Career Guidance Center for adults is being developed. This service will assist unemployed adults in exploring job opportunities and developing job seeking skills. Job information from Bloomington local industry, business, government and city, education and human services personnel is needed. The following questions will help us gather information about jobs in Bloomington.

Your Name _____
Position _____
Place of Employment _____
Address of Employment _____
Telephone Number _____

Give a brief listing of jobs available most frequently:
1.
2.
3.
4.
5.
6.

Qualifications for each job listed above (special skills, prior experience)

State if any training is necessary and where training is available for each job listed.

State if any skills test or performance test is necessary and where testing is available (time, location, cost).

State salary of each job.

Give fringe benefits.

State how to apply for each job:
--Is application necessary?
--Resume?
--Personal interview?
--Personal reference?
--Physical/psychological exam?

State if jobs are posted in public places (employment office, Monroe Co. library, newspapers, etc.).

What orientation is provided for new personnel?

Do you provide occupational/vocational services at your site? Briefly explain.

What is the projected employment outlook at your site?

EMPLOYMENT RESOURCE LIST FOR THE CITY OF BLOOMINGTON

This is a tentative list of employment resources (with at least 25 employees) available in the Bloomington area who may be asked to provide the Adult Career Resource Center at the Monroe County Library with information about employment at their institution.

I. Industry/Manufacturing

1. The Bloomington Limestone Corp.
2. St-Semicon
3. Westinghouse Electric Corp.
4. Sarkes Tarzian, Inc.
5. Rogers Building Supplies, Inc.
6. RCA
7. La Venta Corp.
8. Kerkling & Co.
9. Otis Elevator Co.
10. Robertson Cut Stone
11. List-Kinser Concrete Service
12. Indiana Woodtreating Corp. (Subsidiary of Danek Industries, Inc.)
13. Hall Signs, Inc.
14. General Electric Co.
15. Cook, Inc.
16. Bloomington Crushed Stone

II. Business/Retail

1. Public Service Indiana
2. Wetterau Foods, Inc.
3. Wegmiller Bender Lumber Co., Inc.
4. Weddle Bros. Construction Co., Inc.
5. Seward & Co., Inc.
6. Ralph Rogers & Co., Inc.
7. Pepsi-Cola Beverage Corp. of Bloomington
8. Neal's Vendors, Inc.
9. Metropolitan Printing Service, Inc.
10. Moon Freight Lines, Inc.
11. Monroe-Lawrence Farm Bureau Cooperative Association
12. Leonard's Linen Service
13. Indiana Bell Telephone Co.
14. Indiana Gas Co., Inc.
15. Coca-Cola Bottling Co.
16. Bloomington Packing Co., Inc.
17. ARA Service of Indiana
18. Black Lumber, Inc.
19. Indiana University
20. Ayrways
21. Sears
22. K-Mart
23. Service Merchandise
24. Wasson's
25. Standard Food
26. Kroger's
27. McDonald's
28. Wendy's
29. Fireside

SOCIAL SERVICE RESOURCE LIST

The following is a list of resources that may be in touch with the type of clientele we want to reach with the LIVES project. Contact people at these agencies may be able to provide answers to the questions, "What does the client that would be referred to the LIVES center look like, (age, socio-economic status, job experience, educational background, etc.). and "What type of materials would your clients seek out at the public library that would encourage use of the LIVES project?". These agencies will become important contacts for referral of clientele to use the services provided by the LIVES center.

Adult Education Dept.
315 North Drive
339-3481
*Chester Taylor

Ashram
316 N. Washington St.
336-7724
*Mike Shoemaker

B'ton Hospital Dept. of
Social Services
605 W. 2nd St.
336-9506/336-6821
**Judy Talley

B'ton Residential Center
for Recovering Alcoholics
215 N. Rogers
339-7047/339-8124

Center for Older Americans
of B'ton and Monroe County
115 E. 6th St.
339-2261, ext. 312
*Wanda McKee

Community Action Program
JOBS
101 S. College
339-3447
*Fred Horning

Community Mental Health
640 S. Rogers
339-1691
Norm Hansons, Director of Rehabilitation Services

Council of Life-Long Learning
c/o Monroe County Public Library
339-2271
*Sally Hunt

Family Service Association
615 N. Walnut
339-1551
**Rosemary Trubitt

Indiana State Employment
Security Division
425 S. Walnut
336-6877
*Thomas Warring

Listening Line
219 E. 4th St.
339-2803/332-6060

Manpower Center
112 S. College
332-3777

Monroe County Community School
Corporation Social Services
315 North Drive
339-3481

Middle Way House
717 E. 2nd St.
332-9472

Dept. of Public Welfare
125 W. Kirkwood
336-6351

Monroe County Probation Dept.
Court House
332-1449/332-1440

Mothers Alone
605 W. 2nd St.
336-9545

*name listed in 1974 Directory of Community Resources
**Current resource contact